



MARYLAND HALL
art for all

POSITION DESCRIPTION

TITLE:	Director of Finance and Operations
DEPARTMENT:	Executive- <i>Exempt</i>
REPORTS TO:	Executive Director
SALARY RANGE:	\$70,000 - \$80,000 annually (<i>based on years of experience</i>)

Maryland Hall for the Creative Arts (MD HALL) seeks a full-time Director of Finance and Operations to oversee the fiscal and administrative functions of the organization. Dedicated to Art for All, MD HALL is the region's cultural core, convening and engaging people in arts experiences that strengthen community. Maryland Hall was founded in 1979 by a group of artistic visionaries who believed the former Annapolis High School could best be utilized as a community arts center. Today, our historic landmark building is the community's gathering place for the arts. Through year-round classes, performances, exhibits, tours, workshops and demonstrations, people of all ages discover the transformative power of the arts. Each day, MD HALL nurtures inspiration, cultivates originality and fosters the imaginations of the children, families, students and adults who come through our doors.

PRIMARY FUNCTION:

The Director of Finance and Operations is responsible for performing various financial functions, including: ensuring compliance with policies and procedures for all financial transactions; maintaining financial management systems including General Ledger, AP, expense reporting, payroll, and timesheet systems; preparing financial statements, analyses and proposed revenue and expense budgets for the Finance Committee, Board, senior management and government/regulatory agencies; ensuring compliance with internal control standards; ensuring compliance with Federal and State government financial reporting and remittance requirements; coordinating annual audit activities with external auditors; billing and collections; executing and recording payroll transactions; ensuring time sheet accuracy and allocations for grants; performing banking and investment operations; overseeing employee benefits, supporting insurance coverage negotiations; tracking compliance with grants (in cooperation with the Director of Creative Advancement). The Director of Finance and Operations is responsible for overseeing and optimizing all earned revenue streams for the organization.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Establish and implement policies and procedures for financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices.

2. Compile regular financial reports to support management-level decision-making regarding MD HALL's fiscal health.
3. Supervise MD HALL's Director of Education, Director of Facilities, and General Resources Manager, providing leadership and direction to align efforts around earned income goals.

Strategic Planning

4. Collaborate with the Executive Director, staff and Board of Directors to develop annual income and expense budgets. Provide timely and complete reporting of financial results and recommendations for necessary actions to maintain the fiscal health of the organization.
5. Monitor day-to-day financial processes to identify opportunities for quality improvement.
6. Work closely with outside auditors in implementing any recommended controls or procedures intended to improve organizational financial recordkeeping.
7. Work closely with MD HALL leadership to: maintain, analyze, and interpret general ledger for all funds; manage the preparation and analysis of financial reports on a monthly and as needed basis including all grant awards.

Board Development

8. Support Finance Committee.

Partnership Development

9. Oversee the process for identifying and evaluating opportunities for improved financial operations, recordkeeping and reporting, working with external auditors to prepare and review audit schedules and annual report of audit findings.
10. Develop collaborative partnerships with MD HALL staff, consultants, auditors, vendors and service providers to establish and maintain professional links.

Resource Development

11. Lead and control expenditures against budget.
12. Ensure the maintenance of financial records and recordkeeping systems to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements.
12. Ensure a productive work environment within the finance and accounting function.

ADDITIONAL RESPONSIBILITIES:

- Support oversight of employee benefits programs to include but not limited to; pension, health, i.e., with attention to detail.
- Record cash receipts (check, wire, ACH and online donations), make bank deposits, issue invoices to customers, and ensure that receivables are collected promptly.
- Oversee processing payments and check disbursements through Bill.com. Ensure disbursements are approved, recorded and paid timely, including reviewing credit card statements and reconciling.
- Run payroll and maintain all payroll records.
- Train MD HALL staff in proper procedures regarding cash receipts, accounts payable, accounts receivable, and budgeting as needed or requested.
- Assist staff in budget preparation and management, as requested.
- Maintain supporting schedules for various general ledger accounts and for various grant awards.

- Review, organize and manage all MD HALL contracts once full executed and maintain a high working knowledge of contract terms.
- In coordination with the Director of Creative Advancement, manage the MD HALL grant calendar.
- Assume other duties as assigned.

RELATIONSHIPS:

Internal: Maintain close, daily contact with MD HALL staff (professional and volunteer) and supervisor to receive/provide information, discuss issues, explain guidelines/instructions, instruct and advise/counsel.

External: Maintain contact with vendors, consultants, auditors and service providers to maintain effective accounting operations, manage costs, share information and resolve problems. Help maintain public trust in organization.

SKILLS/KNOWLEDGE REQUIRED:

- Strong analytical skills,
- Strong customer relations skills
- Bachelor's degree from accredited college or university preferred.
- Minimum three years of general accounting experience, using computerized accounting systems; preferable five to seven years.
- Strong communication skills, both verbal and written with attention to detail.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Knowledge of Office Suite, Bill.com, Gusto, QuickBooks Time, QuickBooks Desktop and QuickBooks Online and familiarity with Tessitura, *Artifax* and/or ability to learn new technology systems.

This is a full-time, exempt, position. Hours are typically Monday through Friday with some evenings and weekends.

Interested applicants should submit a resume and cover letter to jobs@marylandhall.org.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

High energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities; tactful; flexible. Ability to reason well and possess sound judgment, Physical requirements include: sight, hearing, and standing for extended periods of time. Must be physically able to interact and participate in all MD HALL functions.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.